

THE SHR QUARTERLY

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Furloughs, Furloughs, Furloughs

For those employees who have unscheduled furlough hours remaining, please schedule them as soon as possible and enter into PTAWeb under the Future Leave option.

The fiscal year ends with the pay period ending June 19, 2010. Accordingly, the last day to take furlough for FY 10 is June 19. Furlough hours cannot be carried over from one fiscal year to the next.

Consequently, use of furlough hours for FY 11 begins on June 20, 2010 and ends on June 18, 2011. Please plan accordingly.

For more furlough information see OSER's website at: <http://oser.state.wi.us> and click on [Furloughs for 2009-2011 biennium](#) under Quick Links.

Furlough Requirements

Employees are required to use 64 hours of furlough time off between July 1, 2009 - June 30, 2010, and another 64 hours from July 1, 2010 - June 30, 2011.

Employees can see their current furlough balance on their check stub under Leave Activity.

Regardless of whether an employee is having their pay deducted when they take a furlough day (Code 64) or if they have chosen the uniform reduction in pay (Code 65), an employee should not show more than 32 hours of work/leave in a furlough week (pro-rated for part-time employees) in addition to their hours of Code 64 or 65 (excluding Fire/Crash Rescue employees).

However, there may be circumstances when an employee is required to work more than 32 hours, but it must first be supervisor approved. In some situations, the employee may have to use their furlough day at a different time.



Comp Time Carryover From 2009

Deadlines to use carried over comp time from 2009 are listed below per each bargaining unit. Any carried over comp remaining after the deadline will be paid out to the employee.

Employees belonging to the WSEU, Patient Care and SEA bargaining units must use their 2009 carryover comp time by April 30, 2010.

Employees belonging to the WEAC bargaining unit must use their 2009 carryover comp by June 20, 2010.

Employees belonging to Building Trades/Crafts, WPEC and WSP bargaining units must use their 2009 comp time by June 30, 2010.

Non-represented (non-supervisors and supervisors) must use their 2009 carryover comp by December 31, 2010.

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If we had no winter, the spring would not be so pleasant; if we did not sometimes taste of adversity, prosperity would not be so welcome.

— Anne Bradstreet

Vacation Carryover From 2009

Employees who carried over vacation from 2009 into 2010 must use their carried over leave by June 30, 2010 or it will be forfeited, with the following exceptions:

Those employees who will complete their first six months of state employment during the first half of 2010, have until December 31, 2010 to use all carry over vacation, or it will be forfeited.

Those state employees who returned from extended military active duty during 2008 or 2009 may still have accumulated Personal Holiday, Saturday/Legal Holiday and/or vacation. Please verify with this office how much leave accrued and the deadline for using it before it is forfeited.



Annual Performance Evaluations

The annual performance evaluation period is approaching. Your immediate supervisor will be arranging for and conducting performance evaluations during the months of May and June. Employees and supervisors are encouraged to take an active role in this activity to best obtain the benefits of this professional dialog. Performance evaluations offer the following opportunities for employees and supervisors:

- Identify and discuss the employee's successes and challenges which occurred in the past year.
- Reflect upon observations and experiences from the past year as a way to generate ideas for improving/maintaining individual performance and satisfaction, relationships, and programmatic efforts.
- Discuss any changes in position assignments, duties, and responsibilities. This is a great time to look over position descriptions to ensure accuracy.
- Identify needs for job training, as well as interest in career development activities and job growth.
- Look forward to the next annual cycle and set new, or confirm existing, goals and expectations.

Preparing adequately for the performance evaluation, well in advance, is critical to maximize the potential of this activity. Resources are available to assist the employee and supervisor in preparation for the annual performance evaluation. Please click on the following link to access the supplements to this newsletter:

<http://dma.wi.gov/dma/SHR/SHR.asp>. (See March 08 Supplement 1 and 2.) The supplements include two "review checklists", one for the employee and one for the supervisor. These checklists include a variety of suggestions on how you can prepare for the performance evaluation.

FMLA – The Family and Medical Leave Act

FMLA allows employees who have a legitimate need to care for their own serious medical need or the needs of an immediate family member up to 12 weeks off from work and protects their work status during that time. FMLA is covered by two laws – state and federal and gets quite involved, but as an employer, DMA has an obligation to our employees to ensure that we follow these laws. Once made aware, SHR will require employees to complete FMLA request and physician certification forms. Employees may choose to use paid or unpaid leave for FMLA purposes. If you or one of your employees finds themselves in a potential FMLA situation contact Dennis Dissmore for assistance.



Go GREEN with your paystubs!



Do you really need to get a paper copy of your paycheck every two weeks? All State employees with PTAWeb access can view and print current paycheck information several days before payday. You can also access old paystubs as far back as 12/12/2004 using PTA web. You can opt out of receiving a hard copy of your paystub by notifying Dennis or Cathy. Those still receiving "real" checks will continue to get paystubs attached to them. But if you are still receiving "real" checks, we strongly encourage you to consider electronic deposit as it is the most reliable way to get your money into your bank account on payday!

Update your Emergency Contact Information Form

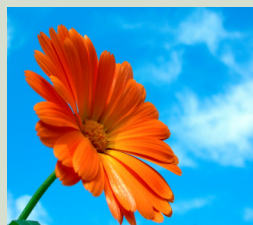
Spring is a good time to update your **"Employee Emergency Information" DMA Form 63-E**. This form provides important emergency information such as who to contact, physician's name, hospital preference, allergies, medications and special health considerations. This information is kept **strictly confidential** by your supervisor and in your personnel file. The information would only be accessed in an emergency situation. Information should be updated any time in the event contact information or health conditions change.

Forms can be found on the DMA web site at: <http://dma.wi.gov/dma/SHR/forms/4018.doc>.



PTA Web Notes . . .

Remember to contact the DMA Help Desk at 608-242-3800 or DMA.HelpDesk@wi.gov to have your PTAWeb password reset. **WING-SHR no longer resets passwords.**



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